

POLICY AND PROCEDURE FOR RELEASE OF VITAL RECORDS INFORMATION:

Data on individual cases from birth and death records can be obtained through three methods:

1. Copies of certificates
2. Computer media containing individual records
3. Computer printouts listing information, in addition to name and date of birth or death.

Agencies or individuals seeking such information must demonstrate a concern for confidentiality protections and a legitimate research or administrative need. Firms requesting identifying information for commercial purposes shall not be considered to have a legitimate need.

Application from Agency

Any request for individual case data shall be made to the Director of the Center for Health Information Management and Evaluation. After receipt of the request, a protocol form with accompanying letter will be sent to the requesting agency to be completed. The protocol should:

Outline Proposed Use—This should be a summary of the research protocol or the administrative purpose for which the data will be used. If a computer file is being requested, the agency should include the media specifications (CD, disc, format type, and type of delimiters) needed for its computer installation.

Describe Confidentiality Protections—The applying agency should give assurances that:

1. No other agency or individual will be given access to the individual case data in its unaggregated form. If the data are maintained on a computer or computer media, proper security measures should be in place to protect against other users accessing the data.
2. The data will be properly disposed of once the relevant information has been obtained, and the Director of CHIME notified in writing of such disposal.
3. No attempts will be made to contact family members or acquaintances of decedents or infants unless written permission has been obtained from the Director of the Center for Health Information Management and Evaluation and Institute Review Board approval has been granted.
4. The use of these data will be restricted to the proposed purpose. Any newly conceived uses require a new research protocol and must be cleared through the Director of the Center for Health Information Management and Evaluation.

Address Data Requests to:

Garland Land, Director
Center for Health Information Management and Evaluation
Missouri Department of Health and Senior Services
P.O. Box 570
Jefferson City, MO 65102-0570
Ph: (573) 751-6272
FAX: (574) 536-4102

Review Process

The Director of the Center for Health Information Management and Evaluation will review the protocol. This review will be based on three factors:

1. Merit of proposal
2. Adequacy of confidentiality measures
3. Availability of resources to fill request

If the request is denied, the requesting agency will be notified in writing of the reasons for rejection. If insufficient material is presented to make a decision, the director may require additional information from the requesting agency to clarify the application.

Transmission of Data to Requesting Agency

If the request is approved, the manner of transmission will depend on the type of data to be received. The three types are:

Vital Record Certificates—There is an assessed charge per certificate. When the requesting agency is informed of the number of certificates involved, a check for the appropriate amount should be made payable to the “Missouri Department of Health and Senior Services” and sent to the Chief of the Bureau of Vital Records. The certificates will be forwarded as soon as possible after receipt of the check. This certificate charge does not apply to state agencies, welfare agencies in other states, veterans’ administration, hospitals financed by public funds, prosecuting attorneys of Missouri who require the records in cases of crimes against the people, and other state vital records offices.

Computer Media—The computer media (e.g., CD, diskette) will be forwarded to the requesting agency as soon as possible after their application has been approved. See Fee Policy for appropriate charges.

Computer Printout Lists—These lists will be forwarded to the requesting agency as soon as possible after the application has been approved. See Fee Policy for appropriate charges.

For agencies wishing to receive data on a routine basis, such a provision can be incorporated into the original letter of agreement. This will eliminate the necessity of periodically repeating the request process.

Related Information and Forms

[Vital Records Rule](#)

[Protocol Letter](#)

[Protocol Form](#)

[Data Fee Policy](#)